

Bonner County Job Description



Title: Legal Clerk / Receptionist

Department: Public Defender's Office

Supervisor: Chief Public Defender

Supervision Exercised: None

Job Description Revision: 11/09/2020

BOCC Approval: 11/10/2020

Title	Legal Clerk / Receptionist
General Summary	<p>The primary purpose of this position is to meet and greet all visitors to the physical office space of the Public Defender, be the primary telephone receptionist for all callers to the telephone lines of the office, open new cases and deliver/pick up the daily mail. As the Receptionist, the administrative support position is to ensure that all callers are announced to the person with whom they have an appointment or the secretary of the attorney who represents the calling party. If the calling party cannot be placed directly through to the party with whom they have business, it is the Receptionist's responsibility to either place the caller into the appropriate voice mail or to take a written message, whichever the caller requires. The Receptionist is also tasked with discerning which callers are to be announced immediately per each attorney's protocol. The Receptionist's duties will involve recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and decision making within clearly defined parameters. Works independently with limited supervision under the general direction of the Public Defender, the Deputies, and the other Legal Assistants. Communicates regularly with others inside the department, throughout the county, and outside the organization. Work has substantial impact on the operations of the Public Defender's office. Work is typically performed in an office environment with recurring intermittent stress due to deadlines. Does not typically involve travel except on a local basis.</p>
Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> 1. Prepares files for various city and county cases to include misdemeanors, felonies, juveniles, mentally incapacitated, and Child Protective Act cases, which can include initial Notices of Appearance and Discovery Requests, Motions and Orders, Subpoenas, Discovery, correspondence, miscellaneous pleadings and documents necessary to the completion of each case. 2. Monitors the office email account (e-file) and distributes documents accordingly. 3. Answers, screens and routes telephone calls which may entail solving many questions from clients, the public, and law enforcement. 4. Files documents with the Court through Odyssey File & Serve. 5. Withdraws from case files, closes them out, and then scans entire files. 6. Receives, sorts, and distributes all incoming mail and any paperwork from clients. 7. Execute the daily mail run by transporting mail and other documents to the courthouse.

Secondary Functions	<ol style="list-style-type: none"> 1. Assists other employees as needed in performing work related to a wide range of caseloads. 2. Performs all other duties as assigned.
Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training in related field. 2. One year experience in same or related area. 3. Must possess good organizational, telephone, and communication skills. 4. Ability to accurately and proficiently type at or about 55 wpm using standard keyboards and personal computers. 5. Ability to operate basic office equipment. 6. Working knowledge of the Idaho court system preferred at time of hire; however, such knowledge can be obtained during first year of employment. 7. Proficient knowledge of secretarial skills in legal terminology in pleading and document formats. 8. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence. 9. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public. 10. Ability to communicate effectively, both orally and in writing. 11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
Working Conditions	Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds.
Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____